



Job Title: School Nutrition Training and Procurement Manager

Supervisor: Director of School Nutrition Program

Pay Grade: Based on experience and qualifications

Classification: Non-exempt

Contract Length: 240 days

Job Summary

The receiving and summer feeding manager duties are performed at the school nutrition warehouse and schools. The Training and Procurement Manager is responsible for maintaining warehouse inventory counts, reordering warehouse inventory based on a set par level, and quality control/HACCP procedures for receiving and storage of all warehouse inventory. School level duties will include observing the on-site school inventories for quality control and foreseeable needs. The Training and Procurement manager will also be responsible for arranging shipment of warehouse inventory to school sites as they require it and use the proper procedures and documentation when transferring items to schools from the warehouse. This position will be responsible for the upkeep and revisions of the bid packets and specifications that are sent to vendors to obtain biyearly or yearly pricing on goods and services required by the school nutrition program. This position will be responsible for the quarterly updates and meetings associated with the Wellness Policy for Rome City Schools, as well as a Triennial assessment required by the Georgia Department of Education and United States Department of Agriculture.

Essential Duties

1. Receive food items into the freezer, cooler, pantry and stockroom and using FIFO as new stock arrives. Must be able to lift up to 50 pounds.
2. Follow SOP guidelines for receiving food and supplies. Refuse vendor items not ordered, unapproved subs or damaged goods.
3. Follow HACCP standards of safety in receiving and storing food and supplies as required by the Georgia Department of Health and the Georgia Food Code.

4. Clean the school nutrition warehouse area including, but not limited to sweeping, mopping, cleaning walls, walk in freezer, walk in cooler and pass through warmers and coolers.
5. Lead Manager of the summer feeding program (feeding after regular school year ends).
6. Maintain required forms and records as assigned by the Director of School Nutrition.
7. Attends job related training classes and workshops as required.
8. Perform other duties as assigned.
9. Models respect and nondiscriminatory practices in all activities.
10. Work with manager trainees to ensure they learn the proper policies and procedures of the school nutrition program-local, state and federal regulations.
11. Work with current managers on any issues that arise and need retraining or guided assistance to bring them up to the standards required.

Job Specifications

The job specifications described here are a representation of those that must be met by an employee to successfully perform the essential functions of this position. To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

Minimum Qualifications

- High School Diploma
- Experience in food and inventory management and environmental services preferred.
- Experience as a School Nutrition Program Manager or Assistant Manager preferred.
- Experience with Horizon Software preferred or ability to quickly learn a new software program.
- Ability to read and write and follow written and oral instructions.
- Possession of or the ability to obtain a Food Safety Certification such as ServSafe.
- Follows dress code as outlined in the School Nutrition Program handbook.
- Desire to put forth the best effort in all assigned duties.
- Ability to follow safety precautions to avoid injuries of minor cuts, falls, bruises, burns and scalds.
- Ability to complete written forms and records.
- Possession of unrestricted Georgia driver's license.

Working Conditions and Physical Requirements

Must have the ability to stand for extended periods of time, exhibit manual dexterity to use cleaning equipment, to see and read printed material with or without vision aids, speak in audible tones so that others may understand clearly, physical agility to lift and carry up to 50

pounds, to climb ladders, bend, stoop, walk and reach overhead. Ability to work with cleaners and chemicals associated with the upkeep of a functioning industrial kitchen.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Duties are usually performed in a school or office environment. The noise level in the work environment is usually moderate to loud.

This job description in no way states or implies that these are the only duties to be performed by this employee. The School Nutrition Training and Procurement Manager will be required to follow any other instructions and to perform any other related duties as assigned by the School Nutrition Program Director. Rome City Schools reserves the right to update, revise and change this job description and related duties at any time.

External applicants : complete an application and send to hr@rcs.rome.ga.us or bring by the Central Office at 508 East Second Street Rome Ga 30161

Internal applicants may email bmoney@rcs.rome.ga.us to let her know of your interest.